

5 COMMON TIME & ATTENDANCE PROBLEMS



1. Integration issues: Your time and attendance system does not adequately integrate (if at all) with your payroll program, requiring duplicate data entry.

2. Multiple locations: You have multiple locations from which you need to collect data into a central system.

3. Lack of flexibility: Your time and attendance system only performs basic functions, and does not allow for any customization or conformity.

4. Unrealistic expectations: You are used to using manual time sheets and your goals for automating your current process may not be in line with what is currently available on the market.

5. Buddy punching: This is a common concern with employers - employees clocking in and out for each other. This is often referred to as time theft.

You may recognize some of these as struggles your organization is having. What can you do to help make time and attendance easier, in turn making payroll easier? →



Research. Be familiar with what is on the market and compare products for such things as integration, user friendliness, report access and even pricing.

See a demo. Whether it is a guided demo where a sales rep shows you the software or a free trial, be sure to actually see how it works. This will help you determine if it is the system that will work best for your company.

Communicate. Communicate your company's needs and wants with the sales representative to ensure you receive exactly what you need. If needed, get everything in writing and don't be afraid to question what is included in the quote.